

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT

I. Position Information:

- **Job Title:** Project Associate-Energy & Climate (1 position)
- **Job Code:** PA_Energy&Climate_Ahmedabad_October2025
- **Reports to:** Director & Senior Manager – Energy & Climate
- **Location:** Ahmedabad, India
- **Type of Contract:** Contractual (12 months – extendable)
- **Closing Date:** Open until filled

II. Organizational Context

ICLEI-Local Governments for Sustainability is a leading global network of 2500+ cities, towns and regions committed to building a sustainable future. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs. In its result-based approach, ICLEI brings cities around the world together to build partnerships and share techniques to promote participation and the effectiveness of environmental protection through local-level initiatives.

ICLEI's South Asia Secretariat operates from New Delhi, India. Engagement with cities is enabled through project offices located across cities and states in India, Nepal and Bangladesh. With a membership base of over 70 cities, ICLEI South Asia offers a wide range of technical services, support and customized methodologies on sustainable urban development, climate change, energy through donor funded programs and projects. ICLEI South Asia helps cities strengthen their technical capacity, improve awareness of sustainability issues among elected representatives, administrators and citizens, provide information, and develop a greater capacity for cities to deliver basic services in the most sustainable manner.

ICLEI's substantive focus is helping cities build and share solutions to the challenges of:

- Climate Change
- Water and Air Pollution
- Waste Management
- Renewable Energy and Energy Efficiency
- Built Environment
- Clean Transport
- Disaster Management
- Environmental Management Systems

Projects related to thematic areas of mobility, built environment, climate change, energy efficiency, renewable energy, sustainability management, water, green growth among others are executed by ICLEI South Asia through support from various donors (such as IKI, Clean Air Fund, Swiss Agency for Development and Cooperation, European Commission, GIZ, USDOS, UNEP, UNDP) and various ministries in Government of India and various state government funding sources. ICLEI South Asia has extensive experience of working with cities to offer technical assistance, conduct techno-economic studies, undertake research and analyses, formulate policy and action plans, design and pilot innovative solutions, deliver capacity building and knowledge transfer, among others. For more information, visit <https://southasia.iclei.org/>

III. Function

The Project Associate, based in Ahmedabad, will provide technical support to the Finance Department of the Ahmedabad Municipal Corporation (AMC), with a specific focus on integrating climate considerations into municipal finance systems and facilitating inter-departmental coordination. The position will focus on tracking the implementation of the Urban Development Year 2025-26 initiatives, enhancing budget processes with a sustainability lens, and supporting AMC's efforts to mobilize and manage CSR and climate finance.

The Project Associate will be responsible for:

- Work closely with the Finance Department and Municipal Commissioner's office for various climate and sustainability related projects.
- Support in coordination and monitoring of Ahmedabad's Urban Development Year 2025–26 initiatives in collaboration with various departments of Ahmedabad Municipal Corporation (AMC).
- Contribute to the preparation of AMC's municipal budget by integrating climate resilience and sustainability considerations.
- Assist in the conceptualization and development of AMC's Corporate Social Responsibility (CSR) portal in coordination with the E-Governance Department.
- Support the identification, structuring, and listing of climate-resilient projects suitable for CSR funding.
- Engage with stakeholders and donors to mobilize CSR funds for implementing identified climate projects.
- Provide technical assistance in exploring and accessing national and international climate finance instruments.
- Independently collect, compile, and analyze data with inter-departmental communication to support the development of comprehensive reports, assessments, and strategic recommendations.
- Track project progress, assess outcomes, and provide periodic reports on implementation status.
- Prepare and compile policy briefs, technical documents, periodic reports, and presentations as per requirements of AMC
- Organize and execute stakeholder consultations, capacity-building workshops, and knowledge exchange programs
- Develop and maintain strong relationships with city governments and other key stakeholders
- Assist in maintaining and updating content on the project website and ICLEI South Asia's communication platforms
- Represent ICLEI South Asia in meetings, conferences, and stakeholder forums to advocate for climate-resilient urban policies and initiatives as needed.

Mandatory Qualifications:

Experience:

- Up to 3 years of relevant experience in Urban Planning, Urban Governance, Municipal Finance, Climate Finance, Climate Resilient Development, CSR-related projects.
- Experience working with municipal corporations, government agencies, or international organizations will be an advantage.

Education:

- Master's degree or equivalent post-graduate education in Planning/Engineering/Science (environmental/ energy/ climate change) or allied fields.

Language:

- Fluency in English, **Hindi and Gujarati (Read/Write/Speak) is mandatory.**

Rated Qualification:**Competencies:**

The ideal candidate should possess strong analytical, technical, and interpersonal skills to effectively contribute to projects related to Urban Governance, Municipal Finance, Climate Resilient Development, or CSR. They should be proactive, adaptable, and capable of managing multiple responsibilities while collaborating with diverse stakeholders in a fast-paced work environment.

- Ability to work both independently and as part of a team, with a willingness to travel
- Strong interactive and teamwork skills, with the ability to collaborate effectively in a multicultural environment.
- Strong understanding of municipal finance systems, public policy, and climate governance frameworks.
- Knowledge of CSR funding mechanisms, climate finance, and sustainability budgeting approaches.
- Demonstrated ability to support the design and monitoring of development programs with a climate-resilient focus.
- Experience in building and maintaining collaborative relationships with diverse stakeholders to achieve project objectives.
- Excellent communication, coordination, and stakeholder engagement skills.
- Strong analytical and documentation abilities; capable of drafting high-quality briefs, reports, and presentations.
- Proactive attitude with a willingness to learn, adapt, and take on responsibilities across different environmental and development sectors.
- Ability to work efficiently under pressure and meet tight deadlines..
- Proactive approach, ability to multitask, and meet deadlines in a fast-paced work environment.
- Proficiency in MS Office (especially Excel, Word, PowerPoint), Arc GIS, knowledge of digital platforms or data analytics tools will be an added advantage.

IV. Submission Details:

- Interested candidates are requested to email their CV (mentioning the job code in subject line), along with a one-page note describing suitability for the position and two references.
- Email your applications to: ankit.makvana@iclei.org and simran.kaur@iclei.org
- Only shortlisted candidates will be contacted.
- ICLEI South Asia promotes Diversity, Equity and Inclusiveness (DEI); hence it encourages all, including females to apply for the position.
- Remuneration will commensurate with qualification and experience.

V. Contact Information:

ICLEI-Local Governments for Sustainability, South Asia

C-3, Lower Ground Floor Green Park Extension New Delhi - 110016 India

Website: <http://southasia.iclei.org/>

VI. Closing Date:

Position will be open until filled. Interviews will be conducted on rolling basis, and the position will be filled as soon as there is a right match. Interested candidates are encouraged to apply at the earliest.